



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Commercial Card Management

Brooke Dunn, State Purchasing Office

MaryKay Casey, Citibank

Joseph Walker, CGI



Introduction

Commercial Card Management



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

Agenda

- **Purpose**
- **Why CORE?**
- **What's new?**
- **Policy & Procedure Overview**
- **CORE System**
- **Question & Answer**



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

Purpose

The Commercial Card Management session provides an overview of the key features of the Colorado Operations Resource Engine (CORE) application related to the interface from Citibank to CORE, new reallocation requirements, mapper changes, and payment method changes.

Why CORE?

- **Standardize business practices to ensure consistency statewide**
- **Streamline the Commercial Card Program payment process**



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

What's New?

- **New Chart of Account Elements**
- **ALL agencies will now be required to perform Commercial Card reallocations in the Citibank web-based application**
- **One standard, monthly statewide mapper**
- **Electronic payments to Citibank (EFT)**



Policy & Procedure Overview



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

Chart of Accounts

- New Chart of Account elements have been included in the Citibank web-based application, CitiDirect Card Management System (CCMS), but will not be available for use until July
 - A Commodity Code must be assigned to each transaction
 - Award Code may be entered if paying against an award document (PO, CT, etc.) in order to liquidate the encumbrance
 - Invoice number may be entered for tracking purposes

Reallocation

- **ALL reallocations will be done in CCMS**
- **At a minimum, all entities using CORE will need to load default account coding into Citibank for each cardholder**
 - **Defaults can be updated as needed by the agency Program Administrators**
 - **Review and reallocation of transactions should occur throughout the month (not only at month end)**



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

Standardized Mapper

- Citi will transmit a mapper file for each card type monthly that will include transactions for all state agencies
- Mapper will interface directly to CORE, and from there transactions will be distributed to each agency via PRC1 documents

CORE Workflow

- One PRC1 document will be created for each billing account/fund/department combination for bill payment
 - A workflow process will be used to properly route the PRC1 document for approval
- Citibank will be the “Payee” on the PRC1 document and the individual suppliers will be the “Vendor”

Payments

- One statewide, consolidated electronic payment will be made to Citibank, on a daily basis, for all PRC1 documents approved for that day
 - Billing account detail will be included to ensure proper payment distribution (16 digit billing account number)
 - Receipt reconciliation does not need to occur prior to payment
 - Coding errors discovered after approval of the monthly PRC1 documents will need to be corrected using a “zero dollar” PRC2 document



CORE System



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

PRC1 Document - Header

AMS Advantage - Windows Internet Explorer

https://codpa-npd.hostams.com:1443/webapp/SYSFIN1/Advantage;jsessionid=0000sgFlyhd11iTcw0iVeVuuzF1:-1

AMS Advantage

Welcome, Stephen Arrants

Jump to: VCUST Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

View All 1 of 1 This posting is not allowed by BFY Profile S1, stage 2 (A2079)

Pymt Request-CommodityBased Interface(PRC1) Dept: AAAA ID: 20140000000000000001 Ver.: 1 Function: New Phase: Draft Modified by sarrants , 03/18/2014

Header

General Information **Payee** Extended Description Contact Document Information

Payee Vendor: VC0000011379

Payee Name: CITIBANK SOUTH DAKOTA

Payee Alias/DBA:

Payee Address ID: CN001

Payee Address Line 1: 701 E 60TH ST N

Payee Address Line 2:

Payee City: SIOUX FALLS

Payee State: SD

Payee ZIP: 571040432

Payee Contact ID: PC005

Payee Contact Name: PROCUREMENT CARD PY1

Payee Phone Number:

Payee Phone Ext:

Payee Fax Number:

Payee Fax Ext:

Payee Contact Email:

Payee = Citibank

Load Accounting Profile

Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC0000061893 Legal Name: ACE PLUMBING SYSTEMS INC
Commodity	Total Lines: 1	Commodity Line: 1	CL Description: PIPES, STOVE, GALVANIZED, 26 GAUGE Commodity: 0319655
Accounting	Total Lines: 1	Accounting Line: 1	Total Line Amount: \$29.50 Line Closed Amount: \$0.00
Posting	Total Lines: 1		

Edit Copy Validate Submit Discard

Print Processing Workflow File Close

Internet | Protected Mode: Off

PRC1 Document - Vendor

AMS Advantage - Windows Internet Explorer

https://codpa-npd.hostams.com:1443/webapp/SYSFIN1J1/Advantage;jsessionid=0000sgFlyhd11iTCw0iVeVuuzF1:-1

AMS Advantage

Welcome, Stephen Arrants

Jump to: VCUST Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

View All of 1 | This posting is not allowed by BFY Profile S1, stage 2 (A2079)

Pymt Request-CommodityBased Interface(PRC1) Dept: AAAA ID: 20140000000000000001 Ver.: 1 Function: New Phase: Draft Modified by sarrants, 03/18/2014

Header

Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC0000061893 Legal Name: ACE PLUMBING SYSTEMS INC

List View

General Information Disbursement Options Invoice Information Agreement Reference Discount Terms

Vendor Customer: VC0000061893

Legal Name: ACE PLUMBING SYSTEMS

Alias/DBA:

Address Code: CN001

Address 1: PO BOX 36

Address 2:

City: GRAND LAKE

State: US - Colorado

Zip Code: 804470036

Country: US

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Taxpayer ID Number:

Taxpayer ID Type:

Merchant ID:

Commodity Total Lines: 1 Commodity Line: 1 CL Description: PIPES, STOVE, GALVANIZED, 26 GAUGE Commodity: 0319655

Accounting Total Lines: 1 Accounting Line: 1 Total Line Amount: \$29.50 Line Closed Amount: \$0.00

Posting Total Lines: 1

Edit Copy Validate Submit Discard

Print Processing Workflow File Close

Internet | Protected Mode: Off

PRC1 Document - Commodity

AMS Advantage - Windows Internet Explorer

https://codpa-npd.hostams.com:1443/webapp/SYSFIN1J1/Advantage;jsessionid=0000viQID66WKm9WPbUkbeXrOy.-1

AMS Advantage

Welcome, Stephen Arrants

Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | This posting is not allowed by BFY Profile S1, stage 2 (A2079)

Pymt Request-CommodityBased Interface(PRC1) | Dept: AAAA | ID: 20140000000000000001 | Ver.: 1 | Function: New | Phase: Draft | Modified by sarrants , 03/18/2014

Header

Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC0000061893 Legal Name: ACE PLUMBING SYSTEMS INC
Commodity	Total Lines: 1	Commodity Line: 1	CL Description: PIPES, STOVE, GALVANIZED, 26 GAUGE Commodity: 0319655

General Information | Reference | Fixed Asset Intent Reference | Invoice Information | Agreement Reference | Discount Terms | Additional Amounts | Tax Information | Fixed Asset Information | Retainage Terms

CL Description: PIPES, STOVE, GALVANIZED, 26 GAUGE

Commodity: 0319655

Stock Item Suffix:

Supplier Part Number:

Commodity Description: PIPES, STOVE, GALVANIZED, 26 GAUGE

Received Service From Date: 03/18/2014

Received Service To Date: 03/18/2014

Tax Profile:

Accounting Profile:

Procurement Folder:

Procurement Type ID:

Procurement Type:

PCard ID:

Recalculate Accounting Line Amount | View Procurement Folder

Accounting	Total Lines: 1	Accounting Line: 1	Total Line Amount: \$29.50	Line Closed Amount: \$0.00
Posting	Total Lines: 1			

Edit | Copy | Validate | Submit | Discard

Print | Processing | Workflow | File | Close

Internet | Protected Mode: Off



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

PRC1 Document - Accounting

AMS Advantage - Windows Internet Explorer

https://codpa-npd.hostams.com:1443/webapp/SYSFIN1J1/Advantage;jsessionid=0000viQID66WKm9WPbUkbeXrOy_-1

AMS Advantage

Welcome, Stephen Arrants

Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | This posting is not allowed by BFY Profile S1, stage 2 (A2079)

Pymt Request-CommodityBased Interface(PRC1) | Dept: AAAA | ID: 20140000000000000001 | Ver.: 1 | Function: New | Phase: Draft | Modified by sarrants , 03/18/2014

Header			
Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC0000061893 Legal Name: ACE PLUMBING SYSTEMS INC
Commodity	Total Lines: 1	Commodity Line: 1	CL Description: PIPES, STOVE, GALVANIZED, 26 GAUGE Commodity: 0319655
Accounting	Total Lines: 1	Accounting Line: 1	Total Line Amount: \$29.50 Line Closed Amount: \$0.00

List View

General Information	Reference	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	Additional Amounts	Extended Description
Fund: 1000			Object: 3126			OBSA:
Sub Fund:			Sub Object:			Sub OBSA:
Department: AAAA			Revenue:			Dept Object:
Unit: 2000			Sub Revenue:			Dept Revenue:
Sub Unit:			BSA:			
Appr Unit: ACBBEOP01			Sub BSA:			

Posting Total Lines: 1

Edit Copy Validate Submit Discard

Print Processing Workflow File Close

Internet | Protected Mode: Off

Accounting Information imported
from Citibank



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

PRC1 Document - Posting

AMS Advantage - Windows Internet Explorer

https://codpa-npd.hostams.com:1443/webapp/SYSFIN11/Advantage.jsessionid=0000vIQID66WKm9WPbUkbeXrOy_-1

AMS Advantage

Welcome, Stephen Arrants

Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | This posting is not allowed by BFY Profile S1, stage 2 (A2079)

Pymt Request-CommodityBased Interface(PRC1) Dept: AAAA ID: 20140000000000000001 Ver.: 1 Function: New Phase: Draft Modified by sarrants , 03/18/2014

Header					
Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none		
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC0000061893	Legal Name: ACE PLUMBING SYSTEMS INC	
Commodity	Total Lines: 1	Commodity Line: 1	CL Description: PIPES, STOVE, GALVANIZED, 26 GAUGE	Commodity: 0319655	
Accounting	Total Lines: 1	Accounting Line: 1	Total Line Amount: \$29.50	Line Closed Amount: \$0.00	
Posting					
Total Lines: 1					

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$29.50	\$29.50

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

Edit Copy Validate Submit Discard

Print Processing Workflow File Close

Done

Internet | Protected Mode: Off



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only



Review



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

Key Takeaways

- **New Chart of Account elements**
 - Default ASCs will need to be uploaded to CCMS
- **Reallocations to occur in Citibank system**
 - Your first point of contact for help with the Citibank system is the Citibank Help Desk
 - 1-888-836-5011, Option 1
 - CCJAXL1HelpDesk@citi.com
- **All CORE agencies must use the standard, monthly statewide mapper**
- **Payments to Citibank to be made via EFT**

Contact Information

- **Brooke Dunn, State Commercial Card Program Manager**
 - brooke.dunn@state.co.us
 - **303-866-6147**



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only



QUESTIONS



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Confidential and Proprietary material of Colorado and CGI.
Documents contain material for Colorado's internal use only

A Few Reminders

- **Test Drive CORE - Room 602**
- **Training Starts in April**
 - Registration instructions emailed to all
 - Register promptly for best selection of times and locations
 - Send training questions to: *core.training@state.co.us*
- **At end of conference, fill out the CORE Conference evaluation**
 - In your packet
 - Turn it in to any Conference Ambassador in a green shirt

Stay in Touch with CORE

- Read your emails from CORE.news & CORE.training
- Send questions or comments to CORE.news@state.co.us
- Request access to CORE Project website
by sending email to CORE.news@state.co.us
- Talk to your department leaders and CORE functional experts
- Share what you know with others on your teams



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Thank You

